

DUDLEY-CHARLTON REGIONAL SCHOOL DISTRICT  
EDUCATIONAL TECHNOLOGY PLAN  
2015-2017



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## INTRODUCTION

The Dudley-Charlton Regional School District is, and always has been, dedicated to being a student-centered district. The ultimate goal of any educational plan is to look through the camera lens and clearly focus in on what will provide the greatest impact for children's learning and futures. Technology surrounds all of us today, but no one is more in tune with it than our current students who have grown up with access to the knowledge of the world on a device small enough to fit into their pockets or be worn on their wrist. This plan was designed with those students in mind.

This technology plan reflects *The National Education Technology Plan*, as well as the Massachusetts Department of Elementary and Secondary Education's *Standards for Local Technology Planning* benchmarks, and the *Massachusetts Technology Literacy Standards and Expectations*. In order to meet many of these standards effectively for our students, we will need to consider doing things differently in Dudley-Charlton. To paraphrase international technology educator & advocate, Alan November, we must not let our fear of losing control, keep us from implementing and using innovative technology practices with our students. We will need to abandon our comfort zone as adults and stretch our own learning to access the technology that is already in our children's worlds. We will need to move from using technology as a teaching tool, to using it as a learning tool; moving it from the hands of teachers, into the hands of students. Finally, we will need to commit the financial resources necessary to promote these changes.

"Technology itself is an important driver of change. Contemporary technology offers unprecedented performance, adaptability, and cost-effectiveness.

Technology can enable transforming education but only if we commit to the change that it will bring to our education system. For example, students come to school with mobile devices that let them carry the Internet in their pockets and search the Web for the answers to test questions. While such behavior traditionally has been viewed as cheating, with such ubiquitous access to information is it time to change what and how we teach? Similarly, do we ignore the informal learning enabled by technology outside school, or do we create equally engaging and relevant experiences inside school and blend the two?

The essential question facing us as we transform the U.S. education system is this: What should learning in the 21st century look like?"

-The National Education Technology Plan. (n.d.). Retrieved December 2, 2014, from <http://tech.ed.gov/netp/netp-introduction/>

## **Learning: Engage and Empower**

***“Goal: All learners will have engaging and empowering learning experiences both in and out of school that prepare them to be active, creative, knowledgeable, and ethical participants in our globally networked society.”***

-The National Education Technology Plan. (n.d.). Retrieved December 2, 2014, from <http://tech.ed.gov/netp/netp-introduction/>

### **Driving Educational Beliefs:**

It is the belief of the Dudley-Charlton Regional School District that placing powerful digital tools in the hands of the students, not just the teachers, is key to an educational technology plan that is driving millennial instruction. Teachers are competing daily against the power of digital technologies that students are using at home. By leveraging these same technologies for learning, student engagement will increase exponentially. A compelling vision for the promise and challenge of technology is to provide students with a variety of available tools to engage them in learning, and thus support student achievement.

By allowing our students to harness the latest trends for learning, they are then empowered to begin to learn how to make creative and valuable contributions to the world around them. Students should be given the opportunity to be immersed in a learning environment in which technology is seamlessly integrated with the academics of daily learning.

According to state standards, students at the early elementary levels should be able to use simple software programs to create a graph in math class, paint or draw a picture to accompany a lesson, and to make a basic presentation, such as a book report.

At the older elementary grades, students should be consistently using word processing programs for a variety of writing assignments, creating and utilizing data spreadsheets in math or science class, and continuing to expand on the complexity of their ability to utilize presentation software (including audio & video) and drawing tools to convey their ideas. These older elementary students should begin to use the internet for research and communication; understanding the differences between reliable and unreliable sources. Also interacting with others through e-mail, discussion groups and blogs to be able to access differing opinions.

By the time students approach Middle School, state guidelines expect them to be using embedded technology in their core classes to demonstrate keyboarding skills with a 25-30 wpm speed, and creating spreadsheets including the use of formulas, and more complex graphs, charts and tables to represent meaningful data. Students should expand their comfort level with presentation formats to include animation software.

Upon reaching high school, our students need to be consistently and competently using keyboarding skills for the majority of assignments, including appropriate web citations where applicable and advanced editing/tracking options. Work within spreadsheets should increase to workbooks and manipulating data and reports, embedding images and utilizing complex formatting options. They should also be able to use HTML or web-page authoring tools to create websites and blogs that will effectively communicate their ideas.

**Current Status:**

***Benchmark Area:*** *Students will be proficient in all areas of Massachusetts Technology Literacy Standards.*

Currently, students at the elementary levels are participating in 40 min. weekly computer classes in a lab setting. At the middle schools students have access to multiple computer labs and attend 3 technology classes each week for ½ year. The high school is equipped with four computer labs that students access as needed during study halls, or with teachers for class assignments. In the general education classrooms in Grades K-8, students have access to a minimum of one classroom computer. Student use in individual general education classrooms, is dependent upon teacher discretion and assignments.

Technology Tools Available	Gr. K-1	Gr. 2-4	Gr. 5-8	Gr. 9-12
Classroom Computers (Teachers & Students)	166	196	409	270
Dedicated Computers (Labs)	53	54	174	111
Student Response Systems	-	3 sets	4 sets	-
Chrome Books	2	177	296	151
Chrome Books –Available for PARCC	N/A	120	240	150
Tablets (iPads, Nooks, Kindles, etc.)	70	111	15	120
Interactive Whiteboards (i.e. SMARTboard, Mimeo)	24	14	28	12
Projectors	38	46	68	54
Scanners	7	3	6	5
Document Cameras	16	47	4	2
Media Carts (Projectors/PC/Speakers)	2	7	9	1

**Next steps:**

A collaborative conversation should be had between administrators and teachers around the topic of technological instruction. Topics on the table should include the way in which instruction is presented, as well as the best way skills should be taught. At the elementary levels, is weekly lab instruction the best or most necessary way to teach specific skills? What skills require explicit instruction and are there skills that could be acquired through ongoing use, almost in the same way a child learns their native language?

In order for students to increase their proficiency with technology skills, teachers will need to be held accountable for their proficiency skills as well. When students know more than the teachers, there needs to be a respectful collaboration and learning from each other. Dialogue also should be had regarding the possibility of a benchmark for teacher proficiency, as well as an assessment of ongoing professional development needs. Teachers cannot be expected to improve their skills, without the District providing some guidance and training in helping to meet those needs.

Students should be provided with student e-mail accounts, with guidelines in place, which will enable them to communicate directly with teachers and access specific learning applications (i.e. google apps and google drive) for use with Chromebooks.

### **Assessment: Measure What Matters**

***“Goal: Our education system at all levels will leverage the power of technology to measure what matters and use assessment data for continuous improvement.”***

*-The National Education Technology Plan. (n.d.). Retrieved December 2, 2014, from <http://tech.ed.gov/netp/netp-introduction/>*

### **Driving Educational Beliefs:**

No doubt about it, online testing is the wave of the future. It doesn't matter what brand of mandated next generation testing the Commonwealth of Massachusetts decides to convert to from the MCAS assessment (i.e. PARCC, Smarter Balance) our students will need to be able to confidently “show what they know” via technology systems instead of paper and pencil.

Assessing students' online data, even for content area unit tests during the school year, also has provided an additional benefit to teachers. They are now able to access student data virtually instantaneously with the purpose of reviewing student achievement to then provide remediation or challenge activities for very specific skills and standards. Research has shown consistently that this “real-time” feedback, is essential in moving students towards content mastery.

The Dudley-Charlton Regional School District is committed to moving forward with not only providing the technology necessary to meet online testing requirements, but with the ability to use these tools skillfully to accurately display student knowledge.

## **Current Status:**

***Benchmark Area:*** *Students will be proficient in using tools to access next generation, online testing.*

The District had several classes, at several grades, participate in the PARCC field test during the spring of 2014 to allow us to better assess student proficiency levels with next generation, online testing. According to teacher feedback, some students struggled with using some of the online math tools. While the physical act of navigating between reading passages was not difficult, it took a different skill mentally to scroll back and forth between a reading passage and comprehension questions.

To help students make the shift to this new formatting, when the Dudley-Charlton Regional School District recently adopted programs for our Math and Science curriculum, we made certain they included online assessment pieces. Students are beginning to utilize these assessments not only for teachers to measure understanding of content, but as a way to practice the skills that will eventually be required of them for mandated state testing.

***Benchmark Area:*** *Teachers will be proficient in accessing assessment data stored in digital files to use for improving instruction.*

The majority of teachers in the District have become very proficient with accessing assessment data digitally, as they are required to use it on an ongoing basis to assess student needs and redesign instruction based on results. An added benefit has been the ability to easily look at student data cross-district, to collaborate and have professional conversations about how to improve teaching and learning.

***Benchmark Area:*** *Devices that meet technological requirements for mandated, online state testing. (i.e. PARCC, ACCESS, etc.) digital files to use for improving instruction.*

The District currently has 873 devices that meet the technology requirements for next generation testing. Speaking District-wide, this is a ratio of approximately 1 device per every 4.5 students.

## **Next steps:**

Teachers should continue to allow students to take assessments online, using devices that will meet guidelines for next generation, digital testing, when it will not alter the outcome of the content being assessed. The more often students use these devices for testing, the less likely technological difficulty will impact their scores on next generation/online testing.

It would be beneficial for teachers to look at the specific weaknesses students had with field testing, both within our district and state-wide, to pin-point specific areas of technology navigation that should be explicitly taught. Perhaps for some grades keyboarding needs to be a focus, for others perhaps using some of the navigation tools or digital resources (i.e. rulers, geometric shapes, etc.)

The District should continue to look for creative ways to fund the addition of additional devices at each school to increase the ratio to 1 device for every 2 students. While the number of devices we currently have will support testing, testing will have to be spread out over several weeks. With the addition of devices, students can access them more regularly and frequently without sharing between classrooms. However, we should be cautioned that while we are considering the addition of devices, we also need to consider ways that we will support continuous upgrades. Devices change so fast that what is current today, is considered obsolete in just a few short years.

At this point in time, the District has made the determination based on several factors that chrome books and android devices will be the primary “devices of choice” for upgrades. There are always pros & cons to various devices, but based on ease of use, cost and ability to support future online testing this is the direction of acquisition at this point in time.

The District will need to ensure that adequate funding is available to maintain the 5 year computer replacement policy. The District will also need to establish a 3 year replacement plan for tablets and Chromebooks. The District will continue to replace aging computers as funding permits. Our goal has always been to keep all “common access” (lab and library) and school administration computers under warranty. The off-warranty computers are then re-allocated to staff and students throughout the District. In 2013, the District established a formal computer replacement plan to ensure that funds are available to replace 20% of computers each year. Unfortunately, budgetary cuts may prevent the District from fulfilling meeting this goal during the upcoming school year (2016-2017). All servers will be reviewed each year for potential upgrades due to changes in technology and to maintain network stability.

## **Teaching: Prepare and Connect**

*“Goal: Professional educators will be supported individually and in teams by technology that connects them to data, content, resources, expertise, and learning experiences that can empower and inspire them to provide more effective teaching for all learners.”- The National Education Technology Plan. (n.d.). Retrieved December 2, 2014, from <http://tech.ed.gov/netp/netp-introduction/>*



## **Driving Educational Beliefs:**

Technology devices are only as useful as the people are trained to use them. Teachers need to minimally, be extremely competent with the technology skills that students at their level are expected to be proficient with using. In addition, proficiency with instructional technology (e.g. SMARTboards, mimeos, et. al.) only enhances a teacher's versatility in techniques to engage and equip their students.

Teachers of early elementary students (K-1) should be able to confidently navigate software programs that they can use with their students to create graphs, pictures and reports.

Those who work with our Gr. 2-4 population should be able to help students successfully navigate word processing programs, create spreadsheets, and design presentations (including audio & video). They should understand reliable internet sites and be able to convey that understanding to their students. Finally they should have several communication tools available to them, including interacting with e-mail, discussion groups, websites and blogs.

Teachers working with the Middle School population need to possess the skills already stated, and increase the repertoire to include proficient keyboarding skills. In addition, previously used graphing and drawing programs should be augmented with new and more complex skills.

Because they grew up surrounded by technology, Students in high school, often know more than the teachers teaching them. In regards to proficiency skills, teachers should be expected to understand how to create workbooks within spreadsheets, apply web citations to research papers and use html or web-based tools to effectively assist students with blogsite and/or website creation and design.

## **Current Status:**

Technology devices available at each school vary. However, all schools have access to computers. Laptops, "media carts", interactive whiteboards, LCD projectors, document cameras, iPads, scanners and laser printers. Each school has at least one dedicated computer lab as well as computer access in every classroom. Two of our elementary schools (grades 2-4) have a 30 seat Chromebook cart, while our middle and high schools have multiple 30 seat Chromebook carts. The middle and high schools also have access to digital cameras and 3D printers.

***Benchmark Area: Teachers meet ISTE standards for technological literacy.***

Proficiency skills are as varied as the teachers that are employed, and the number of devices they have access to. Some are highly skilled and surpass technological literacy benchmarks, others meet the standards, and still others struggle

with even the basics. Teachers who possess competency in using one particular device, may not have the same knowledge base with a different device.

***Benchmark Area:*** *Teachers use technology as a productivity tool and/or as a classroom resource that is integrated directly into the curriculum.*

The District understands the need for, and the benefits of, teaching with multimedia and creating classrooms that are dynamic learning environments to allow students and teachers to interact with technology as a group. Teachers are becoming more adept at using technology for the purpose of a productivity and teaching tool. The majority of teachers utilize some technology on a day to day basis. However, the proficiency level drops when it comes to *integration* in the hands of the students.

***Benchmark Area:*** *Technology is integral to all curricular areas.*

If we are providing an honest assessment, this is a weakness for Dudley-Charlton Regional Schools. While many teachers grasp this belief, only a very small percentage of teachers are implementing it as fully as possible, across all curricular areas. The new digital updates to our mathematics programs (K-5) and science programs (K-12) are beginning to assist teachers in integrating technology into the curricular areas.

***Benchmark Area:*** *Technology professional development is useful, challenging, and an integral part of teacher experience throughout the District.*

On-going professional development has been provided to equip instructional staff that choose to participate in these opportunities, with the skills needed to implement the technology curriculum frameworks that they will teach, as well as to provide ways to use technology to leverage gains in student performance. Several series of week-long and stand-alone workshops on technology have been offered district-wide. These have included “basics” courses (i.e. Word, Excel, creating a web page, basic paint programs) to more complex and specific applications (i.e., CAD, podcasting, movie trailers, etc.) In addition, staff can access web-based tutorials on a variety of software program needs.

***Benchmark Area:*** *Adoption of universal design curriculum development and integration of assistive technology to promote access to all learners.*

Universal design encourages the use of differentiation so all students can learn. Again, proficiency in differentiation techniques varies from teacher to teacher. Several professional development opportunities have been provided to teach strategies for meeting various student needs to teaching staff. The District has been proactive relative to assistive technology for several years. Special education classrooms have been provided with common assistive technology devices through the Special Education budget as student needs require. These assist students with physical access, communication, organization, activities of daily living, computer access, reading, writing, vision, hearing, etc. Many of the assistive technology devices, including hardware and

software, have been standardized across the district making it easier for staff and students to transition through the grades. The Technology department works with the Special Education department to ensure all necessary assistive technology is deployed. Students in the special education department frequently use assistive technology as their specific needs may require it.

### **Next steps:**

Professional development opportunities now need to be targeted beyond simply how to use technology tools, and move towards integration of these skills into the day to day activities of the classroom. Use of differentiated instruction will be emphasized, and implementation supported, through ongoing professional development in the coming years as part of the District's strategic plan.

The 2014-2017 District Strategic Plan includes the proposal for a District-wide STEAM Director. Part of this person's role would be to assist teachers in the integration process of technology; helping them place it in the hands of students to utilize it to solve real-world problems.

### **Infrastructure: Access and Enable**

***"Goal: All students and educators will have access to a comprehensive infrastructure for learning when and where they need it."***

*- The National Education Technology Plan. (n.d.). Retrieved December 2, 2014, from <http://tech.ed.gov/netp/netp-introduction/>*

### **Driving Educational Beliefs:**

In order to not only meet ISTE standards, but to also be competitive in the world, students and teachers need access to a robust infrastructure that can support the various programs that are needed. This includes access to wireless internet in all District schools as well as wiring that will be sufficient to meet new communication demands.

### **Current Status:**

#### **Technology Staff**

The IT department which is responsible for seven schools across two towns consists of three full-time employees is responsible for maintaining approximately 1,100 computers and hundreds of other user devices including, network printers, tablets, projectors and interactive whiteboards used by 500 staff members and over 4,000 students. The IT department is responsible for maintaining the entire network infrastructure including all network switches, router, firewalls and servers. The IT department is also responsible for creating and maintaining all domain, email and student information system accounts as well as maintaining all aspects of those

systems. Technical support is coordinated by the IT department through a web-based help desk application. The IT department closes approximately 1,200 “help-desk” tickets per year. Recently, with a transition to a new student information system, the IT Dept. has closed over 1,000 “help-desk” tickets from February 2015 until September 2015.

***Benchmark Area: Adoption of universal design curriculum development and integration of assistive technology to promote access to all learners.***

The LAN (Local Area Network) at each school consists of gigabit POE (Power Over Ethernet) layer 2 stacked switches delivering a full 1Gbps connection to every desktop and laptop computer. All classrooms and administrative areas have at least two working network connections. The Ethernet cabling is a combination of CAT5 and CAT5e. All wiring closets in each school are connected by at least a 1 Gbps fiber connection, with the majority connected with a 2 Gbps connection. Each school has a gigabit POE layer 3 switch that handles all routing of traffic. There are currently 83 switches, all of which were replaced in 2013.

All four elementary schools have full wireless N coverage in all classroom, administrative offices and common areas. The two middle schools have full wireless AC coverage in all classroom, administrative offices and common areas. The high school has wireless AC connectivity in the administrative office, some common areas and on mobile Chromebook carts. The access points provide District devices with full access to all network resources and also provide “Guest” access to the internet only for non-District devices. There are currently 149 wireless access points throughout the District.

The WAN (Wide Area Network) is composed of fiber optic cable installed in August of 2006 and maintained by Charter Communications. All schools are connected at 1 Gbps.

The District has two 200/200 fiber internet connections provided by Charter Communications. One at Charlton Middle school which provides internet access to the Charlton schools and the other at Shepherd Hill Regional High School providing internet access to the Dudley schools. Both fiber internet connections are protected by Sophos UTM 625 firewalls. The Sophos firewalls protect the internal network as well as allow us to easily shape internet traffic as needed. All internet traffic is filtered, both incoming and outgoing, as required by law

***Benchmark Area: Adoption of universal design curriculum development and integration of assistive technology to promote access to all learners.***

The District has acquired a number of web-based programs for instruction and assessment. Whenever possible the District chooses to use web-based application services over locally installed applications since students can use them both in school and at home. Destiny Library System, Study Island, XtraMath, Brain POP and Star

Reading and Math are a few of the web-based applications the District purchases annual licenses for. The District has also purchased licenses for locally installed applications including NetSupport School, Type to Learn and Adobe Creative Suite 6. Other Examples include, but are not limited to, iOS Apps for Curriculum, Audacity, CutePDF Creator, SOLO 6+, Autodesk Inventor, Google Chrome, Notepad ++, QuickTime, Video LAN Client and XnView.

**Benchmark Area:** *Student Information System provides a universal student and staff management database.*

Staff and administrators have remote access capabilities to student information from the District's current student information system (iPASS). Remote access gives Administrators instant availability to biographical and other information on students from remote locations. This access also gives staff the ability to enter grades into the system at hours more convenient to them. The District is in the process of replacing its student information system from IMG to SchoolBrains. The replacement system will be online before the start of the 2015-2016 school year.

Infrastructure	CES	MRS	HER	DES	CMS	DMS	SHRHS
Wireless Access Points	Full building wireless coverage						Wireless access in common areas
Network switches	All switches are Gigabit PEO switches.						
Firewalls					Provides coverage for Charlton Schools		Provides coverage for Dudley Schools
Servers	Domain and file servers			Connected to SHRHS	Domain and file servers		
Fiber WAN connections	1 Gbps	1 Gbps	1 Gbps	1 Gbps	3 Gbps	1 Gbps	4 Gbps
Internet connections					200 Mbps (shared between schools)		200 Mbps (shared between schools)
Network cable	Network cable is extremely outdated and no longer meets state recommended requirements. In addition, insufficient connections in classrooms.	15 year old cable. In addition, insufficient connections in classrooms.	Network cable is extremely outdated and no longer meets state recommended requirements. In addition, insufficient connections in classrooms.	15 year old cable. In addition, insufficient connections in classrooms.	15 year old cable.	15 year old cable.	Network cable is extremely outdated and no longer meets state recommended requirements. In addition, insufficient connections in classrooms.

## **Next steps:**

Next steps in terms of enabling infrastructure will not be without cost. The District will need to replace all Ethernet cables in all schools with at least CAT6 and upgrade all school fiber backbones (LAN) to 10Gbps. The District is looking to expand wireless network access to all classrooms at the high school. Firewalls/content filters, as well as the bandwidth and upgrade the fiber internet connections, will need to continue to be monitored and upgraded, as needed.

In addition, with the growing demands of the Department of Elementary and Secondary Education for electronic data submissions of student information, grant applications, analysis of testing data, etc., there is greater need each year for a person to be responsible for the electronic transfer of district data. The DESE currently requires annual reporting at the state level for SIMS, EPIMS, SCS and SDDR Reports, as well as state mandated testing. (Medicaid, Direct Certified Submissions) As a result, it is imperative that the District makes it a priority to commit to the assignment of a staff as a "Data Specialist" whose primary function would be to handle all DESE submissions as well as maintain the student information system and provide ongoing training to those who use it regularly. This is a proposed position in the District's Strategic Plan for 2014-2017.

## **Productivity: Redesign and Transform**

*"Goal: Our education system at all levels will redesign processes and structures to take advantage of the power of technology to improve learning outcomes while making more efficient use of time, money, and staff." -The National Education Technology Plan. (n.d.). Retrieved December 2, 2014, from <http://tech.ed.gov/netp/netp-introduction/>*

## **Driving Educational Beliefs:**

In order to transform and redesign our programs so that we are utilizing technology to improve student learning outcomes, technology needs to become a priority to which the District is willing to commit substantial resources. Ongoing conversations between administrators, staff, school committee members, town leaders and community members, about current technology uses and future dreams, should be a part of our working relationships.

## **Current Status:**

### **Administrative Software**

Microsoft Windows 7 is the standard operating system on all District computers. Microsoft Office 2013 has become the district's standard productivity suite.

Staff and administrators have remote access capabilities to student information from the District's recently replaced student information system (SchoolBrains). Remote access gives Administrators instant availability to biographical and other

information on students from remote locations. This access also gives staff the ability to enter grades into the system at hours more convenient to them.

The Special Education Department uses “eSped”, an online service which provides appropriate staff access to the software anytime and anywhere.

The Food Service department uses “Heartland Mosaic”, a centralized automated system for tracking sales, pre-paid meals and student charges. Each school has point of sales terminals that communicate with the central server throughout the day.

Through a grant from the French River Collaborative, the District is participating in an emergency notification system called “OneCallNow” to be used for emergency notification calls.

### Web Presence

The District’s current website (www.dcrsd.org) is built on a content management system provided by SchoolWorld which allows each school to maintain their own webpage on the District’s website. The content management system is extremely easy to use and allows the schools and District office to easily communicate with the community. We recently changed website hosts to Final Site and the newly designed site is up and running.

### Email and Collaboration

In June of 2010 the District replaced its old email system with the Google Apps suite of web based email and collaboration tools. The Google Apps suite provides staff with a large number of easy to use tools including email, calendar, address book, instant messaging, website creation tools, web-based productivity tools and more. Each user has unlimited online storage.

***Benchmark Area: District and school communications are structured for conversations that include the entire district, community, state and country.***

District communications currently focus around technology budget and necessary upgrades. A proposal is made annually at a School Committee meeting that shares needs and progress for infrastructure needs.

### Next steps:

The establishment of a small District technology team that is comprised of IT staff, administrators, teachers and community members would continue to ensure that communications about current needs and future desires is happening on a consistent basis.

Funding for upgrades and replacement equipment should be sought through as many creative means as possible, including annual line item & capital expense budget, grants and donors. The Dudley-Charlton Regional School District's Technology department is committed to continuing to be an advocate for the need of a strong infrastructure that will support current and future student learning needs.



## APPENDIX

### Dudley-Charlton Regional School District Staff Technology Acceptable Use Policy (IJNDB)

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Adoption Date: 6/25/2014

G - Personnel

#### **IJNDB Staff Technology Acceptable Use**

#### **Dudley-Charlton Regional School District**

The purpose of the Dudley-Charlton Regional School District's Staff Technology Acceptable Use Policy is to provide guidelines for using district technology resources while complying with the Children's Internet Protection Act (CIPA), the Children's Online Privacy Protection Act (COPPA) and other district policies, as well as all federal and state laws.

For purposes of this policy, "staff" refers to all Dudley-Charlton Regional School District employees, contracted service personnel, and any volunteers working within the district or schools. It is the responsibility of the staff to read, understand, and abide by the rules of this Acceptable Use Policy.

In addition, "technology resources", "computers", "network infrastructure", and "cloud computing" all refer to any and all equipment, services, or online resources, in whole or in part, owned, maintained, installed, or operated by or contained within the buildings or managed by the Dudley-Charlton Regional School District.

Amendments and modifications to this policy may be approved by the school committee from time to time and will be posted for viewing.

#### **I. Introduction**

This Acceptable Use Policy shall serve as a statement on the appropriate use of any and all technology resources available to staff of the Dudley-Charlton Regional School District including, but not limited to, district owned computers, tablets, printers, network, electronic mail system (e-mail), district provided websites, cloud computing technologies, and Internet access. It is the Dudley-Charlton Regional School District's goal to promote educational excellence with the assistance of these technology resources. This Acceptable Use Policy addresses many state requirements intended to ensure the integrity of personal information as outlined by the Massachusetts personal privacy laws and is also necessary to obtain E-rate financial assistance.

## **II. Responsibilities and Expectations**

### **A. Security and Passwords**

The Dudley-Charlton Regional School District has a legal duty to reasonably protect all personal data (staff and student) in the district's possession from unauthorized disclosure. To that end, all staff must uphold any and all security methods that have been developed to protect this sensitive data.

Under no circumstances should staff divulge their password to anyone for any reason or attempt to access someone else's accounts. All passwords are unique and are the first and most important security measure in place to protect files and computer access. If, at any time, a password or computer has been compromised or even suspected of being compromised, staff must contact the district IT Department immediately.

Computers should never be left "unlocked" while unattended. Staff must lock or log out of their computers when not in use in order to protect confidential data and files. All district managed computers will automatically lock after twenty minutes of inactivity. Students are not allowed to use staff accounts under any circumstance. If staff chooses to allow a student to use their computer, the staff member must log out so the student can log in with a "student" account. Staff should not display personal data on their computers if there is a chance that it could be seen by others who are not authorized to view that data. Staff should limit the amount of school related data that leaves any school building to the minimal amount absolutely necessary for a staff member to perform his or her essential job functions. This data, whether residing on laptops, USB drives, email attachments, or any other method of transport, must be reasonably protected from loss or theft. Staff has an even greater responsibility to safeguard any information transported outside of our buildings so that it remains confidential.

### **B. Internet Access**

The Internet is provided to staff as an educational resource and it is the Dudley-Charlton Regional School District's intention that the use of the Internet be for that purpose and not for personal use. Internet access provides a vast array of immediately accessible, invaluable resources. Along with this substantial educational benefit comes the potential to access online resources that include information or material that lacks educational value and can be inaccurate, controversial, objectionable, offensive, defamatory and even illegal.

The Dudley-Charlton Regional School District does not condone the access or use of inappropriate materials at any time and prohibits the use of district technology resources to access such material. The district filters the content of many of these inappropriate resources but it is ultimately the responsibility of the staff to assure that any access of material is appropriate for educational use. Therefore, all staff will be held responsible for ensuring that their activities conform to this acceptable use policy. Under no circumstances should staff attempt to access websites that are blocked by district content filters by attempting to bypass the filters using various methods including, but not limited to, proxy services, VPN connections or other software. If a staff member feels that a website should not be blocked they should submit a request through the district IT department's help desk system to have the website reviewed.

### **C. Social Networking, Blogs, Personal Websites and Forums**

The Dudley-Charlton Regional School District prohibits staff from publishing content of any kind to any social network, non-district supplied blog, or online message forum while using the district's technology resources. Exceptions to this rule may be granted to specific school-related activities only with express, written permission from the respective building principal.

Staff should be aware that their online behavior, whether posting as a staff member or on their own personal time, has the potential to reflect negatively upon the district and to lead to disciplinary action where warranted. While the district recognizes the division between school and personal activities, staff is reminded to be cautious and to consider the ramifications of any public posting (including without limitation any text, image or link thereon) and how it might affect their professional reputation and that of the district, and their future. Under no circumstance should any posting be represented as an official Dudley-Charlton Regional School District position or opinion absent specific, written authorization to do so. Staff must also be familiar with and abide by all other district policies, including those concerning the use of social networks.

#### **D. Dudley-Charlton Regional School District Websites**

The Dudley-Charlton Regional School District's websites have been established to communicate events and information to staff, students, parents, and the community. In order to provide the proper message to the community, staff is required to abide by common sense guidelines when posting content on district websites (as with any posting on the Internet). Any such posting should be educationally related, responsibly developed, professionally delivered, and correct for the target audience. Links to off-site resources that are not controlled by the district should be scrutinized thoroughly and on a regular basis to ensure they remain appropriate. In order to maintain the safety of Dudley-Charlton Regional School District's students, use of student work, pictures of students, or any other information that would allow for the identification of any student is strictly forbidden without the express, prior, written permission of the parent(s) or guardian(s) of the student. All information about students posted online must comply with the district's policy on student records, the Federal Family Education Rights and Privacy Act, and any other applicable state and federal laws.

All online content may be inspected without notice to ensure that it conforms to this acceptable use policy as well as local, state, and federal laws. Any content that does not meet these requirements will be removed immediately and notice given to the staff member responsible. Such removal and notice shall be in addition to any other remedy the district may have as to inappropriate material, all of which the district expressly reserves.

#### **E. Dudley-Charlton Regional School District Instant Messaging**

Communications by Dudley-Charlton Regional Schools District provided Instant Messaging is continuously logged by the district. Since all electronic communication is subject to the requirements of M.G.L. Chapter 66 and therefore a public record unless exempted as such by very limited statutory or judicially-recognized exceptions or privilege, a copy of the message log must be maintained and archived.

#### **F. Dudley-Charlton Regional School District Email**

All Dudley-Charlton Regional School District staff is assigned an email account for the sole purpose of communicating during the course of their employment with other staff, peers,

parents/guardians, and in specific cases, students. District email must not be used for any personal, non-school related purpose. All email messages sent and received, including any attachment(s), are subject to the requirements of M.G.L. Chapter 66 and are not considered to be private. Therefore, all emails sent and received, including attachments, are considered part of the public record and will be treated as such as required by law. All email messages are archived to conform to these requirements.

When communicating by email, staff members are deemed to be representing the Dudley-Charlton Regional School District in an official capacity. All communication should be professional, respectful, and appropriate. Under no circumstances should any information be conveyed by email that would risk divulging any personal information. All communications must conform to any and all confidentiality guidelines as well as local, state, and federal laws.

Staff is expected to use common sense and reasonable care when replying to or forwarding any email communication so that only the appropriate recipients will receive the information it contains and to ensure that all confidentiality is maintained.

All school-related email communications must be sent through staff school email accounts; staff is not allowed to use their personal accounts for school business. Staff email accounts are accessible from any Internet-capable computer and should be used even when working off school premises on school related business.

Email messages to students, when such are necessary, are restricted to classroom related topics only. Staff is required to terminate any email communication that strays from the educational subject area and to notify their building principal immediately of any such instance that occurs.

#### **G. Dudley-Charlton Regional School District Student Information System**

The Dudley-Charlton Regional School District uses a student information system (SIS) to track student demographics, grades, attendance, and other confidential information. Staff is required to maintain a strict, high level of confidentiality with all information contained within this system as required by district policy and state and federal regulations.

Under no circumstance may staff allow access to the SIS information by an unauthorized user. This includes, but is not limited to, casual or "over the shoulder" viewing of computer displays, unattended computers or print outs, or failure to log out of the SIS when not in use. Staff is forbidden to use any data contained within the SIS for unauthorized use such as, but not limited to, sharing contact information, disclosure of health or legal alerts, divulging information to a non-custodial parent other than in accordance with law, or any other use that violates local, state, or federal confidentiality.

#### **H. Dudley-Charlton Regional School District Equipment**

The Dudley-Charlton Regional School District supplies technology resources and equipment to its staff for educational purposes. Use of these resources or equipment for recreational, personal, commercial, or other non-educational purposes is strictly forbidden. Staff shall bear full responsibility and liability, whether legal, financial, or otherwise, for their actions when using the district's equipment.

In addition, staff will not intentionally cause any adverse effect upon or performance of any equipment or network, including, but not limited to, intentional damage, failure to protect equipment from potential damage, deleting another person's files, storing unnecessarily large files (such as music, pictures or videos), installation of unauthorized software, or any other action that would cause failure or deteriorated use of the district's equipment.

Staff is required to immediately notify the district IT Department if they have identified a possible security problem so the appropriate measures can be taking by the district IT Department to rectify the situation. Staff will not reconfigure devices in any way that will prevent the district IT Department from managing or monitoring the device. This includes, but is not limited to, removing or replacing the operating system or configuring the device to "dual boot" multiple operating systems, installing software firewalls or other security software for the purpose of blocking connectivity to the device by the district IT Department or changing system settings from their default "managed" configuration. Staff may install software on their device as long as the appropriate licenses have been purchased and the software does not interfere with any other district software or abrogate any district policy or any law.

### **I. Personal Devices**

Staff is allowed to connect "personal" devices including laptops, tablets and cell phones to the Dudley-Charlton Regional School District's "Guest" wireless networks, provided the devices are used as an educational resource and all activities conform to this acceptable use policy. "Personal" devices are defined as any device not owned by the Dudley-Charlton Regional School District. Should staff decide to bring in "personal" devices, they do so at their own risk. The Dudley-Charlton Regional School District is not responsible for lost, stolen or damaged "personal" devices. Staff should understand the district IT Department will provide no technical support or assistance for "personal" devices. This includes, but is not limited to, wireless connectivity issues, virus/malware infections, loss of data, hardware and software issues. Staff should understand that all "Guest" wireless network traffic is filtered, logged and monitored. Staff should also understand that unauthorized use of resources through this access may give rise to a claim for damages and/or be a criminal offense. Connecting "personal" devices including, but not limited to, computers, tablets, network printers, wired or wireless routers, switches, wireless access points/extenders or network scanners to "non-guest" wired or wireless networks is not allowed. However, staff may connect some "personal" peripherals such as mice, keyboards, and USB connected printers and scanners directly to district owned computers with the understanding that the "personal" peripherals will not be supported by the district IT Department.

### **III. Privilege**

The use of Dudley-Charlton Regional School District technology resources is a privilege, not a right. Therefore, the district offers no guarantee of availability of any technology resource or equipment. The use of any or all technology resource or equipment may be revoked, either temporarily or permanently, for any reason outlined in this Acceptable Use Policy or for other, good cause.

### **IV. Intentional Violations**

The Dudley-Charlton Regional School District is aware that violations of this policy may occur under circumstances where the staff is involuntarily routed to websites containing inappropriate information or material. Upon arriving at such websites, it is the responsibility

of the staff member to immediately exit such site as quickly as possible. The district is also aware that commercial vendors and other individuals may secure E-Mail addresses of staff members and use these addresses to propagate or otherwise deliver viruses, worms, commercial advertisements, solicitations, etc., under circumstances where the staff member has no control, intention, or desire to access or transmit the offending information or material. Accordingly, disciplinary action under this policy shall only result from a knowing or intentional violation of this policy.

Notwithstanding, the Dudley-Charlton Regional School District reserves the right to discipline any staff member for a violation of this policy where it is apparent that the staff member knew, or should have known, that a violation of this policy was likely to occur as a result of the action, or inaction, of the staff member in question. As soon as possible, staff shall delete the unwelcomed material and remove it from the district's computer systems, unless the preservation of such material is necessary to pursue disciplinary or legal action against the staff member or another staff member or student. Further, staff should take appropriate steps to discourage and/or prevent further unwelcomed deliveries or transmissions, including, if necessary, reporting the situation to the district IT Department so that appropriate steps can be taken to prevent further violations of this policy, be they knowing, intentional or inadvertent and unintentional.

#### **V. Disciplinary Actions**

Staff violation of this Acceptable Use Policy and/or other Dudley-Charlton Regional School District policies shall result in, but is not limited to, one or more of the following:

- Restriction, suspension or revocation of access privileges
- Written warnings or a letter of reprimand in the personnel file
- Other remedies, such as suspensions and terminations as covered under Massachusetts law
- Referral to the appropriate legal authorities for possible criminal prosecution
- Civil liability

The district will cooperate fully with local, state and federal officials in any investigation related to any illegal activity conducted through the use of the district's technology resources. In the event there is a claim that a user has violated this policy in using the technology resources, he/she will be provided with a written notice of the suspected violation and an opportunity to present an explanation before an administrator.

#### **VI. Privacy**

Staff has no right of privacy with regard to their use of the Dudley-Charlton Regional School District's technology resources, which includes but is not limited to, district computers, network, electronic mail system (e-mail), websites and Internet access. The district retains ownership and possessory control of its technology resources. The Dudley-Charlton Regional School District does not guarantee, and staff should not have any expectation of, confidentiality, privacy, security or ownership of the content of any information accessed, sent, received, created or stored thereon. All staff should realize that electronic communications and other information sent through the Internet are accessible by third parties, specifically the Internet Service Provider.

The district networked technology resources are maintained and managed by the district IT Department in such a way as to insure its availability and reliability in performing the

Dudley-Charlton Regional School District educational mission. Staff are advised that a system administrator or other authorized district staff member may, at any time, without advance notice to staff, monitor, access, modify, remove, review, retrieve and/or disclose the subject, content and appropriateness of any and all information stored or transmitted on district technology resources, including information that may have been deleted but still exists on the system. All staff is put on notice that deleted messages may be retrieved or restored at any time. During routine maintenance the district IT Department or designee may delete files stored on any of the district technology resources.

The Dudley-Charlton Regional School District reserves the right to record all Internet addresses and electronic communications accessed by staff. Likewise, the district has the right to determine what information is posted on its website and it will routinely monitor all technology resources in order to maintain their integrity and to ensure compliance with this policy. Any and all violations of this policy detected by the district IT Department will be reported to the school principal or appropriate district Administrator for disciplinary action.

### **VII. Liability**

The Dudley-Charlton Regional School District makes no warranty of any kind, whether express or implied, for the technology services it is providing. While the district will make reasonable efforts to preserve data, the responsibility for it lies with the staff. Staff should regularly backup all important files to removable media so they are protected and can be restored in the event of a hardware failure. The district will not be held responsible for any damages staff may suffer, including but not limited to, loss of data resulting from delays, non-deliveries or service interruption caused by its own negligence or a staff member's errors or omissions. The district will not be responsible for financial obligations arising through the unauthorized use of the system. The Dudley-Charlton Regional School District specifically denies and disclaims any responsibility for the accuracy or quality of information obtained through its technology resources. All staff must fully understand that the use of any information obtained through the Internet is at their own risk. To the extent that use of such district resources is not required as a condition of employment with the district, each staff member in choosing to make such discretionary use shall be deemed to have released and waived any and all claims and entitlement as to any loss, damage or expense arising out of or in connection with such use.

### **VIII. Copyright and Other Proprietary Materials**

It is the intent of the Dudley-Charlton Regional School District to adhere to the provisions of the U.S. Copyright Act, and the license agreements and/or policy statements contained in software packages or other resources used by the district. All staff shall respect the copyright and proprietary interest of any materials accessed through district technology resources. Staff may not duplicate copyrighted materials, graphics or software, including school owned software, without permission from the copyright holder, unless the use falls within the legal parameters of the Fair Use Doctrine, whether for personal use or for the use of others. The improper duplication or use of copyrighted materials is a violation of this policy and is subject to disciplinary action, as well as possible civil liability and criminal prosecution.

### **IX. Complaints**

Should any concerns arise regarding violations of this policy, the school principal or appropriate district Administrator shall document all complaints in writing and shall conduct

an investigation of the complaint and report to the superintendent any disciplinary action taken.

Staff who are disciplined as a result of this policy have the same appeal procedure as any disciplinary action, which is through the school principal or appropriate district employee, the superintendent or as outlined in their respective collective bargaining agreement.

#### **X. Enforcement**

The Dudley-Charlton Regional School District uses technology protection measures (such as web content filters, firewalls, etc.) to filter or block Internet access to some websites that are not in accordance with district policy. The technology protection measure that blocks or filters access may be temporarily disabled by appropriate personnel upon request for bona fide research purposes by an adult. Websites that are blocked yet are educationally appropriate and not in violation of district policy can be unblocked if reported to the district IT Department. Only the district IT Director or his/her designee will have the authority to modify content filters, and the decision as to any such modification lies in the sound discretion of such Director. Logs created by any technology device can be used for the purposes of detection, identification, and enforcement of any part of this policy, as well as any other lawful purpose.

#### **XI. Exemptions**

The Dudley-Charlton Regional School District recognizes that the job requirements of several staff positions may conflict with the specific language of this Policy. Accordingly, the superintendent may exempt such positions from portions of this policy as deemed necessary to carry out their individual responsibilities. It shall be the responsibility of superintendent to identify the specific sections of the policy that are inapplicable. An addendum shall be attached to the employee's signed Acceptable Use Agreement Form indicating the nature and extent of the exemption. Among the positions recognized as entitled to an exemption are superintendent, building principals, finance director, office support staff and district IT Department. Appropriate personnel will monitor use of the Internet to ensure enforcement of the policy.

First Reading: June 11, 2014

Second Reading & Adoption: June 25, 2014



## APPENDIX

### Dudley-Charlton Regional School District Staff Technology Acceptable Use Policy (IJNDB) Agreement Form

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**All staff is required to return a signed copy of this form to the school office prior to using any Dudley-Charlton Regional School District technology resources. An updated agreement form must be returned at the start of each school year.**

1. I acknowledge that I have received, read, and fully understood the Dudley-Charlton Regional School District's Technology Acceptable Use Policy and that I agree to abide by the policies within.
2. I fully understand that use of the Dudley-Charlton Regional School District's "technology resources", including, but not limited to, district owned, tablets, printers, network, electronic mail system (e-mail), district provided websites, cloud computing technologies, and Internet access are provided for educational purposes only.
3. I understand that any violation of the Dudley-Charlton Regional School District's Technology Acceptable Use Policy may result in the restriction, suspension or cancellation of access privileges and may result in other disciplinary action, civil liability or criminal prosecution by the appropriate authorities.
4. I understand that if I choose to bring in "personal" devices, I do so at my own risk. I understand the Dudley-Charlton Regional School District is not responsible for lost, stolen or damaged "personal" devices. I also understand the district IT Department will provide no technical support or assistance for "personal" devices.
5. Amendments and modifications to this policy may be approved by the School Committee from time to time and will be posted for viewing.

Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Staff Name: (please print) \_\_\_\_\_

## **IJNDBA Student Technology Acceptable Use**

### **DUDLEY-CHARLTON REGIONAL SCHOOL DISTRICT**

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#### **Policy**

#### **Student Technology Acceptable Use IJNDBA**

The purpose of the Dudley-Charlton Regional School District's Student Technology Acceptable Use Policy is to provide guidelines for using district technology resources while complying with the Children's Internet Protection Act, the Children's Online Privacy Protection Act and other district policies, as well as all federal and state laws. It is the responsibility of the students and their parent(s)/guardian(s) to read and fully understand the rules outlined in this Acceptable Use Policy.

In addition, "technology resources", "computers", "network infrastructure", and "cloud computing" all refer to any and all equipment, services, or online resources, in whole or in part, owned, maintained, installed, or operated by or contained within the buildings or managed by the Dudley-Charlton Regional School District.

All students and their parent(s)/guardian(s) are required to return a signed copy of the accompanying Agreement Form before students will be allowed to access Dudley-Charlton Regional School District technology resources.

Amendments and modifications to this policy may be approved by the school committee from time to time and will be posted for viewing.

#### **I. Introduction**

This Acceptable Use Policy shall serve as a statement on the appropriate use of any and all technology resources available to students of the Dudley-Charlton Regional School District including, but not limited to, district owned computers, tablets, printers, network infrastructure, district provided websites, cloud computing technologies, and Internet access. It is the Dudley-Charlton Regional School District's goal to promote educational excellence with the assistance of these technology resources.

District technology resources have been established for limited educational purposes, which are defined as classroom activities, research projects directly related to classroom assignments, career and professional development and high quality self-improvement activities of an educational nature. District technology resources have not been established as a public access service or a public forum. The Dudley-Charlton Regional School District has the right to place reasonable restrictions on material that is accessed or posted while using district technology resources. It is presumed that students will honor this agreement they and their parent(s)/guardian(s) have signed. The district is not responsible for the actions of students who violate them beyond the clarification of standards outlined in this policy. The Dudley-Charlton Regional School District reserves the right to monitor all activity on the district electronic network. Students and parent(s)/guardian(s) by signing an

acknowledgement that they have read this policy and using district resources covered by the same, or allowing their child or a child for whom they serve as guardian to do so, agree to indemnify the district for any and all damage, loss and expense that is caused by student's inappropriate use of district technology resources.

## **II. General Unacceptable Behavior**

Students are expected to follow the same rules, good manners, and common sense guidelines that are used with other daily school activities, as well as the law, in the use of the Dudley-Charlton Regional School District technology resources. While utilizing district technology resources, unacceptable behaviors include, but are not limited to, the following:

- Students will not knowingly or recklessly post false or defamatory information about a person or organization.
- Students will not use speech that is inappropriate in an educational setting or violates district rules.
- Students will not abuse network resources by participating in types of use which would cause congestion of the network or interfere with the work of others.
- Students will not display, access or send offensive messages or pictures.
- Students will not use the district technology resources for commercial purposes. Students will not offer, provide, or purchase products or services through this network.
- Students will not use the district technology resources for gambling.
- Students will not attempt to access non-instructional district systems, such as student information systems or business systems.
- Students will not use district technology resources to threaten other students, district employees or any other person, or cause a disruption to the educational program.
- Students will not use the district technology resources to send or post electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, or damaging to another's reputation.
- Students will not use the district technology resources in a manner that would violate any U.S. or state law. This includes, but is not limited to, copyrighted material, threatening material and spreading of computer viruses.
- Students will not attempt to harm, modify or destroy data of another user.
- Students will not engage in personal attacks, including prejudicial or discriminatory attacks.
- Students will not use the district technology resources to harass or bully another person. Students must also be familiar with and abide by all other district policies concerning bullying, including cyberbullying.

## **III. Responsibilities and Expectations**

### **A. Internet Access**

The Internet is provided to students as an educational resource and it is the Dudley-Charlton Regional School District's intention that the use of the Internet be for that purpose and not for personal use. Internet access provides a vast array of immediately accessible, invaluable resources. Along with this substantial educational benefit comes the potential to access online resources that include information or material that lacks educational value and can be inaccurate, controversial, objectionable, offensive, defamatory and even illegal.

The Dudley-Charlton Regional School District does not condone the access or use of inappropriate materials at any time and prohibits the use of the district technology resources to access such material. The district filters the content of many of these inappropriate resources, but there is always the possibility that inappropriate material may be accessible.

The Dudley-Charlton Regional School District utilizes content filters designed to block access to certain websites and filter content as required by the Children's Internet Protection Act. The district is aware that not all inappropriate information can be filtered and the district will make an effort to correct any known gaps in the filtering of information. To the extent practical, content filtering measures shall be used to block or filter websites, other forms of electronic communications, and access to inappropriate information. Specifically, as required by the Children's Internet Protection Act, filtering as to minors per 47 U.S.C. § 254(h)(5)(B) shall be applied to visual depictions of:

- "Obscene" material as defined in 18 U.S.C. § 1460
- "Child pornography", as defined in 18 U.S.C. § 2256; and
- Material deemed "harmful to minors" as defined in § 254(h)(7)(G) or any successor to same.

The district may enable filtering for additional websites and materials that are not within the district's educational curriculum. This may include any website that does not contribute to educational pursuits. The content filtering measures may be temporarily bypassed when requested by school administrators only for bona fide research by an adult or other lawful purpose. Only the district IT Director or his/her designee will have the authority to modify content filters, and the decision as to any such modification lies in the sound discretion of such Director. Inadvertently blocked websites that conform to the policies stated in this Acceptable Use Policy may be unblocked by the district IT Department after a thorough review.

district technology resources may not be used to access material that is profane, obscene, pornographic, advocates illegal acts, advocates violence or discrimination towards other people. If a user mistakenly accesses inappropriate information, he/she should immediately notify a teacher or administrator in order to be protected against a claim of intentional policy violation. Parent(s) or guardian(s) of students should provide guidance and instruction to their children regarding material that would be considered inappropriate. Any website or electronic communication that is inappropriate should be promptly disclosed to a teacher or administrator.

Under no circumstances should students attempt to access websites that are blocked by district content filters by attempting to bypass the filters using various methods including, but not limited to, proxy services, VPN connections or other software. If a student feels that a website should not be blocked they should ask a teacher or administrator to submit a request through the district IT department's help desk system to have the website reviewed.

## **B. Dudley-Charlton Regional School District Equipment**

The Dudley-Charlton Regional School District supplies technology resources and equipment to its students for educational purposes. Use of these resources or equipment for recreational, personal, commercial, or other non-educational purposes is strictly forbidden. Students and their parent(s)/guardian(s) shall bear full responsibility and

liability, whether legal, financial, or otherwise, for a student's actions when using the district's equipment.

In addition, students will not intentionally cause any adverse effect upon or performance of any equipment or network, including, but not limited to, intentional damage, deleting another person's files, storing unnecessarily large files (such as music, pictures or videos), installation of unauthorized software, or any other action that would cause failure or deteriorated use of the district's equipment.

Students are required to immediately notify a teacher or administrator if they have identified a possible security problem so the appropriate measures can be taking by the district IT department to rectify the situation. Students should not go looking for security problems, because this may be construed as an attempt to gain access to restricted district technology resources. Students must not attempt to gain unauthorized access to any portion of the district electronic network. This includes attempting to log in through school personnel accounts. These actions are illegal, even if only for the purposes of "browsing". Students must not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. These actions are also illegal.

### **C. Personal Devices**

Students are allowed to connect "Personal" devices including laptops, tablets and cell phones to the Dudley-Charlton Regional School District's "Guest" wireless networks, provided the devices are used as an educational resource and all activities conform to this acceptable use policy. "Personal" devices are defined as any device not owned by the Dudley-Charlton Regional School District. Should students decide to bring in "Personal" devices, they do so at their own risk. The Dudley-Charlton Regional School District is not responsible for lost, stolen or damaged "Personal" devices. Students should understand the district IT Department will provide no technical support or assistance for "Personal" devices. This includes, but is not limited to, wireless connectivity issues, virus/malware infections, loss of data, hardware and software issues. Students should understand that all "Guest" wireless network traffic is filtered, logged and monitored. Students should also understand that unauthorized use of resources through this access may give rise to a claim for damages and/or be a criminal offense. Connecting "Personal" devices to "non-guest" wired or wireless networks is not allowed. Students must abide by all district and school rules and policies while using a "Personal" device on school premises.

### **IV. Privilege**

The use of Dudley-Charlton Regional School District technology resources is a privilege, not a right. Therefore, the district offers no guarantee of availability of any technology resource or equipment. The use of any or all technology resources or equipment may be revoked, either temporarily or permanently, for any reason outlined in this Acceptable Use Policy or for other, good cause.

### **V. Intentional Violations**

The Dudley-Charlton Regional School District is aware that violations of this policy may occur under circumstances where the student is involuntarily routed to websites containing inappropriate information or material. Upon arriving at such websites, it is the responsibility of the student to immediately exit such site as quickly as possible and report the situation to

a district staff member so that appropriate steps can be taken to prevent further inadvertent and unintentional violations of this policy. Accordingly, disciplinary action under this policy shall only result from a knowing or intentional violation of this policy.

Notwithstanding, the Dudley-Charlton Regional School District reserves the right to discipline any student for a violation of this policy where it is apparent that the student knew, or should have known, that a violation of this policy was likely to occur as a result of the action, or inaction, of the student in question.

## **VI. Disciplinary Actions**

Student violation of this Acceptable Use Policy and/or other Dudley-Charlton Regional School District policies shall result in, but is not limited to, one or more of the following:

- Restriction, suspension or revocation of network access and device privileges
- Suspension or expulsion from school
- Referral to the appropriate legal authorities for possible criminal prosecution
- Civil liability

The district will cooperate fully with local, state and federal officials in any investigation related to any illegal activity conducted through the use of the district's technology resources. In the event there is a claim that a user has violated this policy in using the technology resources, he/she will be provided with a written notice of the suspected violation and an opportunity to present an explanation before an administrator.

## **VII. Privacy**

Students have no right of privacy with regard to their use of the Dudley-Charlton Regional School District's technology resources, which includes but is not limited to, district computers, network, websites and Internet access. The district retains ownership and possessory control of its technology resources. The Dudley-Charlton Regional School District does not guarantee, and students should not have any expectation of confidentiality, privacy, security or ownership of the content of any information accessed, sent, received, created or stored thereon. All students should realize that electronic communications and other information sent through the Internet are accessible by third parties, specifically the Internet Service Provider, as well as the fact that "deleting" material may not permanently remove it from the system.

The district networked technology resources are maintained and managed by the district IT Department in such a way as to insure its availability and reliability in performing the Dudley-Charlton Regional School District educational mission. Students are advised that a system administrator or other authorized district staff member may, at any time, without advance notice, monitor, access, modify, remove, review, retrieve and/or disclose the subject, content and appropriateness of any and all information stored or transmitted on district technology resources, including information that may have been deleted but still exists on the system.

## **Children's Online Privacy Protection Act**

Congress enacted the Children's Online Privacy Protection Act, 15 U.S.C. § 6501, et seq. in 1998. This required the Federal Trade Commission to issue and enforce regulations

concerning children's online privacy. The Commission's original Rule became effective on April 21, 2000. The Commission issued an amended Rule on December 19, 2012 that became effective on July 1, 2013.

The Dudley-Charlton Regional School District works diligently to comply with the requirements of the Children's Online Privacy Protection Act. The district does not collect student personal information or transmit such information directly to online entities for the purpose of creating web based accounts. In cases of web based account creation, the district will use an internal school district identification number to represent each student user.

### **VIII. Liability**

The Dudley-Charlton Regional School District makes no warranty of any kind, whether express or implied, for the technology services it is providing. While the district will make reasonable efforts to preserve data, the responsibility for it lies with the student. The district will not be held responsible for any damages students may suffer, including but not limited to, loss of data. The district will not be responsible for financial obligations arising through the unauthorized use of the system. The Dudley-Charlton Regional School District specifically denies and disclaims any responsibility for the accuracy or quality of information obtained through its technology resources. All students must fully understand that the use of any information obtained through the Internet is at their own risk.

### **IX. Complaints**

Should any concerns arise regarding violations of this policy, the school principal or appropriate district Administrator shall document all complaints in writing and shall conduct an investigation of the complaint and report any disciplinary action taken.

### **X. Enforcement**

The Dudley-Charlton Regional School District uses technology protection measures (such as web content filters, firewalls, etc.) to filter or block Internet access to some websites that are not in accordance with district policy. Logs created by any technology device can be used for the purposes of detection, identification, and enforcement of any part of this policy, as well as any other lawful purpose.

First Reading: June 11, 2014

Second Reading & Adopted: June 25, 2014

**Dudley-Charlton Regional School District**  
Student Technology Acceptable Use Policy (IJNDB) Agreement Form

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**All students required to return a signed copy of this form to the school office prior to using any Dudley-Charlton Regional School District technology resources. An updated agreement form must be returned at the start of each school year.**

1. I acknowledge that I have received, read, and fully understood the Dudley-Charlton Regional School District's Technology Acceptable Use Policy and that I agree to abide by the policies within.
2. I fully understand that use of the Dudley-Charlton Regional School District's "technology resources", including, but not limited to, district owned, tablets, printers, network, district provided websites, cloud computing technologies, and Internet access are provided for educational purposes only.
3. I understand that any violation of the Dudley-Charlton Regional School District's Technology Acceptable Use Policy may result in the restriction, suspension or cancellation of access privileges and may result in other disciplinary action, civil liability or criminal prosecution by the appropriate authorities.
4. I understand that if I choose to bring in "personal" devices, I do so at my own risk. I understand the Dudley-Charlton Regional School District is not responsible for lost, stolen or damaged "personal" devices. I also understand the district IT Department will provide no technical support or assistance for "personal" devices.
5. Amendments and modifications to this policy may be approved by the School Committee from time to time and will be posted for viewing.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

StudentName: (please print) \_\_\_\_\_

Social Media Policy  
Internet Safety ?